

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	14-057
Date of announcement:	10 July 2014
Closing Date:	25 July 2014 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	N/A
Position Description & #:	Unit Readiness NCO
Duty Location:	Plumb Lane Amory, Reno Nevada
Unit/UIC/Para/ Line Number:	NVARNG Medical Detachment/ W8ZPAA/ Para 102 Line 03
Area of Consideration:	Statewide*; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-4/SPC- Max E-6/SSG
MOS:	42A Preferred but not required must be eligible to become 42A, MOSQ within 1 year from hire date.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson at (775) 887-7391 /DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	LTC Krueger at (775) 348-5800 / DSN 530-5800 john.m.krueger.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

14-057

HOW TO APPLY:

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST
WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO
BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 20131111, must be complete with signature (Available on NGB Forms)
http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Biographical Sketch, IAW NGR 600-200
3. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO)
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. Initial Memorandum through unit Commander/AO stating Soldier is not Flagged nor has any Adverse Actions Pending.
6. Initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform or Dress Blues preferred. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
7. Initial Last five NCOERs. Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NOCERs.
8. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).
9. Initial Retirement Points History Statement (RPAS).

10. Initial Personnel Qualification Record (PQR).

11. Initial Current security clearance, memo from security manager- must have NACLC Secret or be eligible to obtain Secret.

12. Initial Certified copy of DA Form 2-1 or DD 1966-1 or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Needed to verify ASVAB/AFCT scores (Not required for Current Officers).

13. Initial All DD Form 214 (s), DD Form 215 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD Code.**

14. Initial Any supporting documentation to reflect experience, training for the advertised position to include current letters of recommendation or civilian degrees.

15. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).

16. Initial **Applicants email address:**_____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will be returned without consideration.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

**Submit applications to:
Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.**

All applications must be received in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

- (1) Advises the S-1 personnel officer and Commander on personnel administration requirements and provides support for the management of multiple automated systems. Analyzes and/or prepares personnel readiness actions to include: pay, evaluations, promotions, reductions, evaluations, travel authorizations and vouchers, discharges and other systems as assigned. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative and personnel activities for the subordinate units.
- (2) Ensures the timely completion of military personnel evaluation reports. Prepares and reviews correspondence. Prepares, reviews, and processes discharges.
- (3) Receives and resolves or participates in the resolution of grievances in personnel and administration or forwards to higher-level management for resolution.
- (4) Provides direct support to the personnel and administrative management areas of the command inspection program for the unit.
- (5) Performs other duties as assigned.

MOS QUALIFICATION REQUIREMENTS:

42A, Preferred but not required must be eligible to become 42A, and complete MOSQ within 1 year from hire date.

Must currently possess and maintain a Secret Security Clearance

42A

Physical demands rating and qualifications for initial award of 42A MOS. Human resources specialists must possess the following qualifications:

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 323222.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

SUPERVISORY CONTROLS

The incumbent receives day-to-day supervision from the senior full-time support (FTS) member for the unit. The Medical Detachment 1SG will assign primary responsibilities to incumbent.

ADDITIONAL REQUIREMENTS:

Selected individuals will support the unit which is co-located at the Las Vegas Readiness Center and Plumb Lane Armory.

This position is located in the personnel office (S-1) of a detachment size unit of the Army National Guard with half of the unit located Southern Nevada. The primary purpose of this position is to increase personnel, medical, and operational readiness during day-to-day operations. Provides direct support assistance to ensure the required personnel, administration and objectives are achieved and requirements are accomplished. The position conducts user level and company level administration for the unit at the direction of the senior officer/NCO of the detachment. Anticipates and recommends solutions for the needs of the unit in all aspects of mobilization readiness. The incumbent of this position will perform his or her duties at Plumb Lane Armory, rotating as needed between the Southern and Northern locations, for mission accomplishment.

MINIMUM ELIGIBILITY CRITERIA:

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.